

Doctor's Office Manager II



A complete
office
management
system to
help increase
the efficiency
and
productivity
of your
medical
practice

IBM

An automated, integrated practice management system for your medical office

Doctor's Office Manager II* is a series of applications that can provide you with a comprehensive, computerized practice management system. Several new features have been added, making it one of the most complete practice management packages available. It can help you to monitor more closely the quality of health care that you provide for your patients. And it can help you run your practice more efficiently.

Appointment scheduling, billing, accounts receivable, filing insurance claims, practice and business analysis and routine correspondence are provided by this automated management system. Doctor's Office Manager II helps you to:

- Increase office productivity
- Improve your cash flow
- Provide effective patient management
- Deliver better health care

In addition, Doctor's Office Manager II is designed to accommodate the growth of your practice. It helps you gain more control of the administrative side of your business without having to add personnel. That enables you to concentrate more on the health care you provide for your patients.

Designed for simple operation—right from the start. Doctor's Office Manager II is designed to help office personnel learn the system easily and become productive quickly. Even if your office staff has no prior knowledge of computers, Doctor's Office Manager II can be put to work for you. Through the use of well-organized and easy-to-understand menus, your office personnel can quickly find information that they need. An online "help" feature provides convenient, uncomplicated instructions for every entry you are required to make. Most operations can be accomplished through a few simple keystrokes, saving you valuable time.

All your office staff needs is a basic knowledge of the bookkeeping, billing and insurance claim procedures used in a medical practice. Doctor's Office Manager II can then help them gain more efficient control over the business aspects of your practice. A wide range of the complex administrative elements of a physician's practice are addressed in Doctor's Office Manager II.

*by Amson Corporation and IBM Corporation.

Doctor's Office Manager II works with you

Doctor's Office Manager II provides you with a solution to many common management concerns of a medical office. It lets your office personnel control appointment scheduling more easily and maintain the detailed patient records needed in your practice.

It also enables you to better control the financial aspects of your practice by providing your patients with accurate, timely bills and statements.

Doctor's Office Manager II at a glance

- Improve patient record-keeping by developing detailed profiles of vital patient information
- Maintain patient appointment schedules more efficiently and have current schedules readily available
- Evaluate the productivity of your practice by an analysis of procedures performed and amounts billed
- Improve patient service by providing time-of-service patient bills indicating medical treatments and charges
- Generate cash flow by producing timely, comprehensive statements
- Gain a better understanding of the business aspects of your practice through cash and revenue reports
- Simplify insurance claims processing by automatically printing insurance claims on standard AMA or Medicare formats—or design and print up to 97 other insurance forms
- Generate and print office correspondence easily and efficiently
- Support multiple users using the optional IBM PC Local Area Network
- Choose between balance forward and open item accounting

Improve appointment scheduling. Doctor's Office Manager II can help improve the efficiency of appointment scheduling by automatically searching for available time slots. You can schedule and review appointments by patient, date, time or doctor, thus ensuring that you have the up-to-date schedule information that you need. In addition, you can print everything from a daily schedule to a monthly summary of appointments for each doctor in your office.

Maintain readily available records. Automated patient profiles can be easily maintained on your computer system to reduce tedious manual patient record-keeping tasks. Vital information that you require when treating patients can easily be retrieved. Everything from the patient's name and address to pertinent insurance data, worker's compensation and more can easily be added to or deleted from a patient's record. In addition, new patient records can easily be added to your computer files.

Doctor's Office Manager II lets you review patient records in many different ways—individually or by groups—by specifying last names or criteria such as procedures performed or common diagnoses. In this way you can quickly locate the patient information that you require.

This enables you to review or revise the records of any of the patients that you include on the system—up to Doctor's Office Manager II's 32,000 patient limit.

Building and maintaining professional files—information about the doctors and the practice, referring doctors, facilities where services are performed, and insurance companies—can be accomplished easily. Information required for insurance claims—degree, primary office location, insurance and tax numbers—can be entered for each doctor in your practice. Referring physicians can be classified through use of a coding scheme that you designate. Based on codes you establish, you can send specific correspondence to selected doctors.

The menus and help windows provided in Doctor's Office Manager II make it easy for office personnel to enter new information. In this way, you can quickly and efficiently maintain the records necessary to your practice.

Deliver better health care through practice analysis. Doctor's Office Manager II provides you with a convenient procedure/diagnosis cross-reference and medical record facility that can help eliminate the need to search for information manually. The program's search capabilities enable you to track diagnoses and procedures simply and efficiently.

Simplify a variety of correspondence. A wide range of routine office correspondence can be automated and more easily managed through the use of Doctor's Office Manager II.

Whether you need to correspond with patients, associations or other physicians, the letter-writing capabilities of the system make it easy.

For example, you can write a "surgical letter" to a referring doctor, advising of diagnoses and procedures performed on a patient, by using the information that

you have in the patient's file and the letter-writing abilities of the system.

Doctor's Office Manager II also lets you develop and print mailing lists, print labels for recall and reminder notices and complete general office mailings in less time than would be possible using most conventional manual systems. This helps to increase the productivity of your office personnel while at the same time allowing them to keep your office records and mailings accurate and up to date.



Doctor's Office Manager II works for you

In addition to assisting your office personnel with appointment scheduling and the maintenance of your patients' records, Doctor's Office Manager II also can help automate and simplify the financial aspects of your practice.

It can help you keep better track of patient billings, accounts receivable and insurance-related matters. As a result, you have better control of the financial aspects of your practice and are able to track problem areas and develop solutions to improve your cash flow.

Improve patient billing procedures. You can improve your billing procedures with Doctor's Office Manager II by quickly producing bills and updating patient accounts receivable records.

Patient charges can be assigned automatically using a standard charge associated with each procedure (CPT) code. The standard charge is displayed for approval and can be accepted or altered. Additional patient charges can be added or payments recorded.

Doctor's Office Manager II offers you a choice of open item or balance forward accounting, depending on what is best suited for your practice. Open item billing includes coordination of benefits and payments by patient and insurance carrier. Charges, payments and credits are updated immediately.

Should you desire, routing slips can be printed and used by the doctor to record the diagnoses given and the procedures performed. Routing slips can then serve as receipts or provide the patients with all the necessary information needed to file insurance claims.

If you are using the appointment scheduling feature, routing slips for the day's patient load can be produced and reconciled. In this way you can reduce the possibility of lost charges.

Track cash flow and revenue. Doctor's Office Manager II can help you keep better track of the day's transactions through a variety of reports.

A Cash and Adjustment Report lets you group items by category (for example, patient payment, insurance payment) while a Bank Deposit Report neatly details check and currency receipts. In addition, a Daily Revenue Report shows each physician's charges by patient. The Daily Revenue Report also provides you with a total of charges, payments and adjustments for the day, as well as an up-to-date accounts receivable total.

Control accounts receivable. Doctor's Office Manager II helps you to control accounts receivable, maximize cash flow and reduce bad debt expenses. A Collection Information Report lets you review patients with past-due or overdue balances. You can also analyze receivables by insurance company or by doctor. Then you can notify delinquent patients as you designate, either by including a message on the monthly statement or by using the system's letter-writing capabilities to produce a collection letter.

Date: 12-12-85 Review Patient Accounts Page 1 of 4

Patient: **MAREN WILLIAMS** Patient #: 16
 Bill to: **MAREN WILLIAMS** Patient #: 15
117 N. MARYLAND Birthdate: 12-10-1960 Age: 24
ANTHONY, IL 60006 Comment... *** CASH ONLY ***

Home phone..... 312-555-7823 Social Sec.: 697-48-8333
 Work phone..... 312-555-6729 Hospital ID: M-8262736
 Last - Statement: 08-14-85 Contact.... MR. JAMES
 - Insurance: 08-12-83 Employer... SCHOOL DISTRICT # 101
 - Payment: 09-05-83
 Next appointment: 12-21-85 at 8:00

Due by	Current	31 - 60	61 - 90	Over 90	Credits	Total
Patient	0.00	0.00	0.00	59.00	0.00	59.00
Insur.	0.00	0.00	0.00	0.00	0.00	0.00

Bookkeeper's Notes: **Promised to pay \$10 a month** 1
 Enter bookkeeper's notes, or press Fgln to review insurance and transactions.
 RESCHEDULE REFIN

Doctor's Office Manager II gives you access to a variety of information in a convenient format.

Through the use of Doctor's Office Manager II's accounts receivable functions, you will have the tools you need to better manage and improve your cash flow.

Whether you are examining information on your collection rate or on revenue derived from referrals, Doctor's Office Manager II can assist you in developing a complete financial picture of your practice.

Manage insurance claims effectively. Insurance claims processing can also be simplified with Doctor's Office Manager II. The system can automatically print insurance claims from charge data that you have already entered.

With the Doctor's Office Manager II claims processor, insurance forms can be printed in the new HCFA-1500 format, or you can easily design your own claims, up to 97 different ones, tailored to your specific requirements. The insurance claims processor includes the ability to file for primary insurance company after charges have been entered, and to maintain patient and insurance company balances. This detail can help you keep track of slow or inadequate payments, and allows you to resubmit to the appropriate insurance company.

Increase office productivity. In addition to enabling your office personnel to control each aspect of your practice more efficiently, Doctor's Office Manager II can also assist you in analyzing your overall office productivity.

It can help you develop an analysis of procedures performed and amounts billed on a monthly or year-to-date basis, either by individual doctor or through a summary of your entire practice.

It can also provide information on collections and revenue from referrals to assist you in developing a complete financial picture of your practice.

The IBM Doctor's Office Manager II supports IBM's local area network. That means that as your practice grows, the Doctor's Office Manager II grows with you. As duties become more decentralized, two or more employees can be working on the same set of files simultaneously. The system has built-in protection for your data from duplicate updating, so accurate patient information is maintained.

In addition, Doctor's Office Manager II can improve the productivity of your office by enabling multiple users to share as many as three different printers. You can then print documents, billings or mailings by directing these reports to any one of your printers. The Doctor's Office Manager II is compatible with a wide variety of printers. With a letter-quality printer, for example, you have more flexibility in types of forms and correspondence that can be produced. With this system, two printers can be working simultaneously using the "Manage Print Files" option. This option increases speed and efficiency by allowing up to ten reports to be queued up to print out automatically upon request.

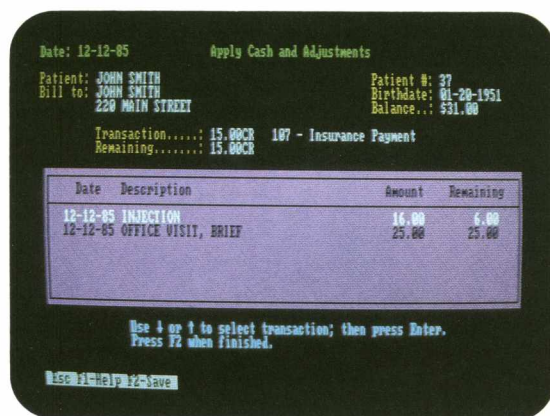
Accomplish complex tasks quickly and easily. Doctor's Office Manager II is designed so that your office personnel will find it both efficient and easy to use. Tasks are selected from menus, and each entry that appears on the screen has its own specific "help" text. By employing search "windows" that allow you to view and select pertinent data, and by using the "scrolling" feature to examine the information that is needed, even a person who has no computer experience can readily feel comfortable with the system.

When you need immediate access to information, alphabetic searches and on-screen display of data files eliminate the need to refer to computer-produced lists. And menu selection of tasks can be completed through highlighting choices that appear right on the screen. It is even possible to select the colors that appear on the display, or change the audible tone that the system delivers.

The "windows" appear automatically to identify procedural or data entry errors. If you need more detailed help, it is available through color-coded "help" windows that provide you with easy-to-follow instructions on each screen. Doctor's Office Manager II can save your office personnel valuable time, while increasing the speed and efficiency of the work that they do. Tedious manual operations can be replaced with efficient, automated information processing. Office tasks that once required a number of separate actions can now be accomplished with a few simple keystrokes.

To make the learning even easier, Doctor's Office Manager II comes with sample data files on a tutorial diskette, and a tutorial manual to enable your staff to quickly become familiar with the features of the program.

Should your office personnel require it, a hot-line support system is also available to answer questions regarding the proper implementation and operation of Doctor's Office Manager II.



The use of "windows" enables you to locate vital data quickly.

The right investment prescription for your practice

Doctor's Office Manager II is an investment that's right for your practice. It enables you to spend more time concentrating on the delivery of quality health care to your patients, while improving the elements necessary for the efficient and economical operation of your office.

In addition to the time your office personnel will save by using the program, Doctor's Office Manager II provides you with the ability to control the important aspects of your medical practice more completely.

It is a system that will work for you now and will continue to work for you as your practice expands.

What you get

The Doctor's Office Manager II software package comes with the following:

- 10 program diskettes
- Tutorial diskette
- Tutorial manual
- User's manual
- Insurance claims form template
- 30 days toll-free support at no charge

System requirements

An IBM Personal Computer System Unit with a ten-megabyte fixed disk (an IBM Personal Computer AT[®] or XT[™] or either an IBM Personal Computer or IBM *Portable* Personal Computer, each with an IBM Expansion Unit); minimum 348K-byte memory; one double-sided diskette drive; an IBM Monochrome Display or IBM Color Display (color recommended), or any compatible 80-column display. An IBM Proprinter or any equivalent printer capable of processing multi-part forms. (Printer must have compressed print feature or 132 print positions.) IBM Disk Operating System (DOS) Version 3.1 or higher (IBM *Portable* Personal Computer requires DOS 3.1).

For networking use: IBM DOS 3.1 or higher and the IBM Personal Computer Network Program. An IBM Personal Computer AT[®] or XT[™] as the file server with minimum ten-megabyte fixed disk and 512K-byte memory. IBM Personal Computer ATs[®], XTs[™], or IBM *Portable* Personal Computers can serve as workstations.

The next step

To learn more about how Doctor's Office Manager II can help improve the efficiency of your practice, contact your local IBM Authorized Personal Computer Dealer.

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